



# READY YOUR LA NEIGHBORHOOD

## What's Next?

### A Guide to Supporting Your RYLAN Plan

Name of Neighborhood/Property: \_\_\_\_\_

CITY OF LOS ANGELES EMERGENCY MANAGEMENT DEPARTMENT





# Ready Your LA Neighborhood

Welcome to the City of Los Angeles Emergency Management Department (EMD) Ready Your LA Neighborhood (RYLAN) Program. RYLAN is designed to help you, your family, and your neighborhood prepare for disasters. Here are a variety of important actions you can take to increase your readiness.

For more information, visit us at [ReadyLA.org](https://www.ReadyLA.org)



## Prepare

Preparing yourself, family, and your neighborhood reduces the serious impacts of disaster. Prepare for emergencies that can occur at home, work, or in transit. Many activities are free of cost and take only minutes.



## Organize

Host a Map Your Neighborhood (MYN) meeting\*. You and your neighbors will create a response plan. You will learn what to do in the first hour of a disaster, when the most lives and property can be saved.

*\*Virtual or in-person options available.*



## Practice

Disasters can overwhelm the capacity of 9-1-1. Neighbors become your best source of help. Your confidence as responders will increase as you practice using your neighborhood response plan.



## Connect

Sign up for the City's emergency notification program, **Notify LA**. When disasters occur, the City will alert you with specific instructions on what to do. **Text READY to 888-777** to sign up. You can also follow EMD on social media at @ReadyLA.



## Communicate

Create and practice a personal communication plan that includes local, out of state, and other important emergency contacts.



## Learn

Enroll in FREE preparedness training classes offered by our partner agencies, such as First Aid, CPR, Amateur Radio, Active Shooter Survival, Stop the Bleed, Community Emergency Response Team training, etc. to enhance your readiness skills.



# Congratulations on completing the RYLAN workshop!

You and your neighbors now know the importance of being prepared before, during, and after a disaster. RYLAN is a great way to increase your resiliency, raise the odds of survival, and reduce the burden on the City's limited resources. By being prepared as a neighborhood, you are now part of the response effort, and thereby decreasing your reliance on emergency responders. The City of Los Angeles has a population of approximately 4 million residents and is served by nearly 3,000 firefighters and 10,000 police officers. Emergency responders will be faced with limitations, including their ability to access areas of the City and the need to prioritize their response at vulnerable locations such as hospitals, schools, and senior centers. By completing the RYLAN workshop, your neighbors are now more prepared to be their own first responders. Remember that after a disaster, we should be ready to be self-sufficient for 3-14 days, but keep in mind that the number of days may increase due to the magnitude of that disaster.

After completing the RYLAN workshop, this guide is intended as the next step to continue your neighborhood's preparedness for any disaster. Read this guide for further information on becoming more prepared, and remember to share it with your neighbors. Have fun and complete the activities along the way!





# Prepare

## Emergency Kits

You want to make sure that you are prepared for any major or minor disaster. Through RYLAN, you learned what to do and how to work alongside your neighbors after a disaster, which is a great start. However, you also want to make sure you have emergency kits in a few important places. If you have not started building your kits, see the guide below. You should always customize your emergency kits to fit your needs and the needs of your family, and you can include additional items in the blanks below. It's best to have the following types of emergency kits:

- Disaster Supply Kit
- Evacuation (Grab and Go) Kit
- Commuter Kit
- Under the Bed Kit
- Workplace Kit
- Pet Preparedness Kit

The lists below represent the ideal level of preparation. It might not be possible to get everything on these lists so just do what you can.

## Important Documents Checklist

Keep a copy of all your important documents in a safe place and take them with you during an evacuation.

- ☐ Birth/death certificates, marriage certificates, passports, and immigration documents
- ☐ Recent family photos
- ☐ Insurance policies
- ☐ Property records, such as proof of address, deed or lease documents.
- ☐ Medical information like medical records, prescription information, doctors contacts, and health insurance
- ☐ Financial records like recent tax return, paycheck stubs
- ☐ Make copies of these documents and store them in a fire and water-proof safe

Store documents electronically by taking photos of them and storing them on a thumb drive or in the cloud—or just email them to yourself and a trusted friend living outside the region.



## Disaster Supply Kit

- ☐ First aid kit know how to use the items inside
- ☐ Cash small denominations in both bills and coins
- ☐ Medications and other health information know doses and have an emergency prescription handy  
Expiration date: \_\_\_\_\_
- ☐ Any medical equipment your family may need
- ☐ Extra clothing including for inclement weather
- ☐ Sturdy shoes comfortable and durable
- ☐ Flashlight with extra batteries
- ☐ Radio battery powered with extra batteries or solar-powered
- ☐ Tools wrench or hammer for turning off utilities
- ☐ Water 1 gallon per person per day, include children and pets
- ☐ Non-perishable or canned foods
- ☐ Manual can-opener
- ☐ Toiletries feminine products, deodorant, toothbrush/toothpaste, soap
- ☐ Personal health protective equipment such as masks, gloves and sanitizing wipes
- ☐ Personal comfort items such as games and books
- ☐ Electronic chargers

Note: Water is for drinking, cleaning, and sanitation.







### Grab-and-Go Kit

Have a bag ready with your essential items in case you have to evacuate quickly for sudden emergencies.

- ☐ **Important family documents**  
*i.e. birth and marriage certificates, driver's license, social security cards, emergency contact list, and medical information*
- ☐ **Personal travel-size toiletries**
- ☐ **Extra pair of eyeglasses or contacts**
- ☐ **Whistle** *to signal for help*
- ☐ **Masks/face coverings**
- ☐ **Hand sanitizer/soap**
- ☐ **Water or water purification method**
- ☐ **High-protein, high-calorie energy food**
- ☐ **Change of clothes**
- ☐ **Sanitation and hygiene supplies**
- ☐ **Blanket**
- ☐ **Small entertainment games and books**
- ☐ **Family photographs of each family member and pets**
- ☐ **Pocket knife**
- ☐ **Maps**

### Commuter Kit

Have an emergency kit while you commute.

- ☐ **Cash** *small bills*
- ☐ **Important documents and emergency contacts**
- ☐ **Prescription medicines**
- ☐ **First aid kit**
- ☐ **Water**
- ☐ **High-energy, non-perishable foods**
- ☐ **Flashlight with extra batteries and/or light sticks**
- ☐ **Battery-powered or hand-cranked radio**
- ☐ **Cell phone charger/ external battery pack**
- ☐ **Hand sanitizer**
- ☐ **Toothbrush, toothpaste, floss**
- ☐ **Toilet paper/baby wipes**
- ☐ **Water filter**
- ☐ **Whistle** *to signal for help*
- ☐ **Towel**
- ☐ **Jacket/blanket/hand warmers**
- ☐ **Rain poncho**
- ☐ **Comfortable walking shoes**
- ☐ **Masks/face coverings**
- ☐ **Local maps**
- ☐ **Pocket knife**
- ☐ **External battery pack**
- ☐ **Car phone charger**
- ☐ **Fire extinguisher**
- ☐ **Duct tape**
- ☐ **Reflective vest**
- ☐ **Jumper cables**

### Under-the-Bed Kit

Have a personal safety kit under your bed if disaster strikes while you are asleep.

- ☐ **Hard hat/bicycle helmet**
- ☐ **Sturdy shoes**
- ☐ **Work gloves**
- ☐ **Face masks**
- ☐ **Crowbar**
- ☐ **Whistle**
- ☐ **Flashlight**
- ☐ **Protective eyewear**

### Workplace Kit

Have a kit at work in case you have to shelter there for several hours or a few days.

- ☐ **Hard hat/bicycle helmet**
- ☐ **Sturdy shoes**
- ☐ **Extra clothing**
- ☐ **Hygiene items**
- ☐ **Medications**
- ☐ **Flashlight**
- ☐ **High calorie, high energy foods**
- ☐ **Work gloves**
- ☐ **Whistle**
- ☐ **Mylar blanket**
- ☐ **First-aid kit**
- ☐ **Hard copy of your work emergency plan**



### Pet Preparedness

Try to have a 14 day supply of food and water supply. Keep items in an accessible place and store them in sturdy containers that can be carried easily.

- ☐ **Blankets/towels**
- ☐ **Leash, harness**
- ☐ **Litter pan, plastic bags, and scoop**
- ☐ **Pet carrier** *for easy transportation*
- ☐ **ID tags and microchip numbers**
- ☐ **A photo of you with your pet** *to establish you are the owner in the event you are separated*
- ☐ **Familiar items** *toys, bedding, treats*
- ☐ **Medical records**
- ☐ **Copies of pet registration and/or adoption paperwork**



Don't forget to prepare for pets.





# Hazard Hunt

Conduct a “hazard hunt” in and around your home. Look for items that can fall over, break or hurt you in an emergency.

Follow the guide below to find those hazards and check the box if you have found them. There are lines for you to add additional hazards you think of.

- ☐ Look for frames, lamps, books, or other heavy objects above your bed and elsewhere in your home that could fall on you during an earthquake. Secure these objects to the wall.
- ☐ Look for heavy shelves near doorways. If they were to fall over, they could act as a barricade when you are attempting to exit to safety. Bolt heavy shelves to the wall. Also, secure the items ON the shelves to prevent them from falling.
- ☐ Look for any items or furniture in front of a heater or other source of heat. Keep items or furniture as far as possible from any heat source. This will help prevent residential fires.
- ☐ Be aware of the trees around your residence. Look for trees that are tilting towards your home or that are too close to power lines. LAFD states that tree branches touching your house or building are a fire hazard.
- ☐ Ensure your home has defensible space or contact your property management to do so. To learn more about defensible space requirements visit LAFD’s “Ready, Set, Go” website: [www.fire.lacounty.gov/rsg/](http://www.fire.lacounty.gov/rsg/)
- ☐ Look for items that may be blocking your exit in an emergency. Contact your property management if you find a blocked exit.
- ☐
- ☐
- ☐



An example of what can happen when a room is not properly secured prior to an earthquake.



# Neighborhood Hazard Assessment

Once you have identified the hazards in your home, think about the neighborhood you live in. Every neighborhood has unique features and characteristics. For example, you may live near an oil refinery, an active freeway or a large sports venue. Each of these could be impacted by, and serve as a resource during, a disaster.

To learn more about the specific hazards that may impact your area visit the Cal OES “My Hazards” website: [www.myhazards.caloes.ca.gov](http://www.myhazards.caloes.ca.gov)







Continue to update this information with all of your neighbors. For example, if a neighbor moves out and a new neighbor moves in, be sure to integrate the new neighbor into the plan and briefly educate them on the overall RYLAN program. EMD recommends holding a meeting to review the plan once a year. Be sure to ask for more materials from EMD if they are needed.

What are some ways you can keep your neighborhood organized? List them below.

☐

☐

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# Organize

## Organize Yourself

### RYLAN Workshop

During the RYLAN Workshop, you should have completed the neighborhood contact list, inventory of skills and equipment, identified neighborhood gathering site(s) and care center(s). This information is important as it will help you organize your neighborhood response and inform your actions immediately following a disaster.

### Neighborhood Walkthrough

We also recommend a walkthrough of your building or neighborhood after your first meeting to determine where your utility shutoffs (water, gas, and electricity) are located and who should turn them off in the event of a disaster. If you live in a multi-family residence such as an apartment, condominium, or dorm room, please check with your property management on utility-shut off protocols after a disaster. Be sure to note the locations in your RYLAN workbook.



Note your utility shut-off locations.





# Practice

Hosting a drill is a great way to practice your plan for a real-life emergency. If you are interested in hosting a RYLAN drill for your neighborhood after completing your workshop, contact EMD.

EMD can help organize the drill, provide specific scenarios and questions, and supply materials for you to invite your neighbors.

During these drills you and your neighbors can either fully or partially “act out” how you and other individuals would respond during an actual emergency.

Contact EMD for more information on the different types of exercises and on designing an exercise that works best for you.



[ReadyLA.org](https://www.ReadyLA.org)



213-484-4800



Plan and practice in your LA neighborhood.





## Connect

### NotifyLA

There are a variety of ways that the City of Los Angeles can reach you during an emergency. Residents are encouraged to sign up for all alert platforms relevant to where they live, work, and spend time in Los Angeles. Residents can provide multiple points of contacts, multiple addresses for alerts, and set language preferences by registering for the alert systems offered by the City of Los Angeles. To register, visit [NotifyLA.org](https://www.notifyla.org).



## Social Media

@ReadyLA, the Emergency Management Department's social media handle, serves as a response to emergencies at hand, and is the source for the clarification of misinformation and emergency preparedness public education. By following @ReadyLA on Twitter, Instagram, Facebook and Nextdoor, you can stay connected to emergency and social services resources and receive situational awareness for critical events.



## 311

311 operators connect people to City services and information, quickly and easily, via a communication telephone and online. 311 provides general City and government-related information to citizens, local businesses, and visitors as well as perform Service Requests intake on behalf of City Departments. The 311 Call Center assists the Emergency Operations Center by providing various options to connect to a wide variety of City services and general City information in the event of an emergency.







## Communicate

Communication methods such as phone calls, text messaging, or internet connectivity may be unavailable after a large-scale disaster. It is important to identify alternative means to communicate and get critical information.

Luckily, there are many ways to communicate during and after disaster such as:

### HAM radio AKA Amateur Radio

HAM radios can play a vital role in the gathering of information during times of disaster. When other forms of communication are unavailable, HAM radios aid in the collection of information, resource distribution, and even coordination of disaster relief. A license is required to operate a HAM radio so please refer to the “Learn” section of this guide.



### Walkie-talkie/Family Radio Service (FRS) radio

Walkie-talkies are a great means of communication during disaster and post-disaster. They can be used when you are seeking help or to organize people affected by the disaster. Both HAM radios and walkie-talkies work without the need of cell towers, making them a reliable source of communication.

### NotifyLA

Sign up for NotifyLA by texting **READY** to **888-777**. You will be notified by call or text if you need to evacuate or if a nearby area is affected.

### 1070 KNX

Listen to emergency stations for news. It is a primary entry point for the Southern California Emergency Alert System, which is responsible for the notification of hazardous weather, disaster evacuations, and amber alerts.



Find out how to become a licensed HAM radio operator on page 20.



How will you communicate with your family, friends, and neighbors? Use the plan below.

## Communication Plan

Record important contact information for members of your household and your out-of-state contacts:

Name	Phone	Email	Social Media

## Out-of-Area Emergency Contact Information

Primary Contact	Secondary Contact
Name:	Name:
Address:	Address:
Business phone:	Business phone:
Home phone:	Home phone:
Cell phone:	Cell phone:
Email address:	Email address:
Social media:	Social media:

## Emergency Contact Information

Contacts	Name	Phone Number	Address	Email	Social Media
Local personal emergency contact					
Nearest hospital					
Work					
School/childcare					
Home					
Family physicians(s)					
Insurance policy holder					
Employer contact and emergency information					
School contact and emergency information					
Religious/spiritual organization					
Gas utility					
Water utility					
Electric utility					
Veterinary contact					





## Learn

Enhance your preparedness skills by enrolling in training classes/programs. While many of the courses below are free, others may have a small cost associated with them.

- ☐ **Community Emergency Response Team (CERT):** CERT helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community. Contact LAFD for more information or visit: [www.cert-la.com](http://www.cert-la.com)
- ☐ **First Aid/CPR:** Learn to respond to cardiac, breathing, and other first aid emergencies. This training incorporates the latest science and teaches students to recognize and care for a variety of these emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies. This training is offered by the American Red Cross. When completed, you will receive certification for 2 years. Visit [www.redcross.org](http://www.redcross.org) to learn more about this training.



- ☐ **HAM Radio AKA Amateur Radio:** Receive your Amateur Radio license to have the ideal expertise for communicating with others after a disaster. To find an Amateur Radio licensing class in your area, visit: [www.arrl.org/find-an-amateur-radio-license-class](http://www.arrl.org/find-an-amateur-radio-license-class)
- ☐ **Stop the Bleed:** Severe injuries can occur in any number of circumstances such as home emergencies, workplace emergencies, motor vehicle accidents, intentional attacks or natural disasters. At any time, you may unexpectedly find yourself needing to assist a family member, a neighbor, a classmate, a co-worker or even yourself with a severely bleeding injury. Do you know how to stop the bleeding? Learn how to control severe bleeding and save a life! To learn more about Stop the Bleed, visit: [www.redcross.org/take-a-class/severebleeding](http://www.redcross.org/take-a-class/severebleeding)
- ☐ **Red Cross Disaster Preparedness Courses for All Ages:** Trained Red Cross-Subject Matter Experts present basic preparedness information to help prepare you for the next major disaster. Attendees learn how to be Red Cross Ready with 3 steps: Get a kit, Make a plan, and Be informed. There are different types of these FREE presentations appropriate for all age groups. To request the presentation, visit: [www.redcross.org/la-request](http://www.redcross.org/la-request)
- ☐ **Active Shooter:** The City of Los Angeles makes available to its citizens "Surviving An Active Shooter" presentations in which the RUN, HIDE, and FIGHT principles and Stop the Bleed Casualty Care are incorporated. This presentation can be arranged at no charge by visiting [www.runhidefightla.org](http://www.runhidefightla.org) or contacting LAPD Bureau Training Units:

- **Central:** (213) 486-1056
- **South:** (213) 485-4251
- **West:** (213) 473-0276
- **Valley:** (818) 644-8070



CPR training can help save a life.





## Resources

City of Los Angeles Emergency Management Department: [www.readyla.org](http://www.readyla.org)

City of Los Angeles 3-1-1 General City Information: [www.lacity.org/myla311](http://www.lacity.org/myla311)

County of Los Angeles Office of Emergency Management: <http://lacoa.org/>

Department of Public Health- County of Los Angeles: [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

County of Los Angeles Department of Mental Health: [www.dmh.lacounty.gov/wps/portal/dmh](http://www.dmh.lacounty.gov/wps/portal/dmh)

Federal Emergency Management Agency (FEMA): [www.fema.gov](http://www.fema.gov)

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## Notes

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**READY YOUR LA  
NEIGHBORHOOD**

Contact EMD with questions

**ReadyLA.org**



(213) 484-4800



RYLAN@lacity.org



@ReadyLA